Note to the Employer: This teaching candidate is enrolling in VCOE’s Designated Subjects Credential program. One of the requirements of the program is that they are provided a mentor and a field-based supervisor. Please see below for more information and complete the following document.

**Mentor and Field-based Supervisor Information**

<table>
<thead>
<tr>
<th>Mentor Qualifications</th>
<th>Field Based Supervisor Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hold a valid California Clear or life teaching credential (or equivalent professional background and experience).</td>
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</tr>
<tr>
<td>• Have 3 years of successful teaching experience.</td>
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</tr>
<tr>
<td>• Be available to meet with candidate at least 2 times per month for a minimum of one hour each meeting to provide site support</td>
<td>• Have supervisory and observation experience</td>
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<tr>
<td></td>
<td>• Be in a non-evaluative role regarding candidate’s employment</td>
</tr>
</tbody>
</table>

**Mentor Roles**

- Provide a positive introduction to the participating teacher’s school learning community;
- Guide and coach the participating teacher through the requirements of the program;
- Meet and confer with the participating teacher at least twice monthly to collaborate, problem-solve, reflect, and plan together as peers;
- Collaborate with the participating teacher after classroom observations to provide feedback, and engage in reflective conversations using formative assessment leading to professional growth;
- Help identify meaningful professional development activities targeted to the participating teacher’s Inquiry: Professional Growth Plan (PGP); and
- Provide practical classroom support and technical assistance as the participating teacher completes formative assessment activities.

**Field Based Supervisor Roles**

- Unlike the Mentor, the role of the Field Based Supervisor is as a program evaluator. The Field Based Supervisor (FBS) will conduct observations and provide evaluative data to determine candidate competency as required by the DSC Program. Field Based Supervisors will be provided by the employer and approved by VCOE.
- Provide meaningful feedback on the teaching practices a candidate is expected to acquire and demonstrate based on the Teacher Performance Expectations/California Standards for the Teaching Profession.
- Collaborate with DSC Participant(s) in response to the participant’s needs and provide guidance, assistance, and information that leads the DSC Participant(s) to effective professional practice. Assistance may include classroom management, assessment, planning, and defining short and long-term goals.
- Conduct formal observations as required by DSC Participant’s program, including pre and post conferences. Collect follow up observation data to evaluate and establish future goals.
- Complete summative assessment document determining candidate competency as required by DSC Participant’s program.
- Assist the DSC participant(s) in formative and summative assessment as needed.

**It is possible for the same person to perform both roles if they meet the criteria and have the observation skills.**

**Mentor Responsibilities**

<table>
<thead>
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<th>Classes</th>
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<tr>
<td>Attend, if possible, the following classes with participating teacher, or complete brief online training:</td>
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<tr>
<td><strong>Course 1:</strong> Module 103 (VCOE) or 101 (Santa Cruz)</td>
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<td><strong>Course 2:</strong> Module 201/202 (VCOE) or 201 (Santa Cruz)</td>
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**Field Based Supervisor Responsibilities**

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</table>
Formative Assessment Documentation
• Assist participating teacher in selecting Professional Growth Plan Goal
• Assist in completion of Portfolio Documents
• Review and provide feedback on candidate’s Professional Growth Plan Goal
• Conduct a total of three Observations (beginning, middle, end of year) and complete Observation Documents
• Provide pre- and post- observation conference time with candidate

Evaluation Documents
None
Completion of Evaluation Document at the completion of each portfolio (Course 1 & Course 2)

Support Logs
• Mentor Services Log due for each semester (minimum 2 contacts per month)
• Will complete a Mentor Program Evaluation Survey.
• Complete online FBS Agreement
• FBS Observation Log due at the end of each portfolio.
• Will complete a Field-based Supervisor Program Evaluation Survey.

Both Mentor and Field-Based Supervisor must agree to:
• Maintain candidate program confidentiality. All classroom observations, portfolios and conversations between the Mentor and candidate are confidential and shared only with the approval of the candidate. Program information and documentation cannot be used for evaluation of personnel.
• Communicate questions or concerns about the program to Sally Serles, Coordinator, at (805) 437-1320 or sserles@vcoe.org

MENTOR/FIELD-BASED SUPERVISOR ASSIGNMENT
To be uploaded by Candidate in Canvas

Candidate Name: ____________________________
District: ____________________________
School: ____________________________

1. Credential Type
I am enrolling in the Designated Subjects Credential Program to clear the following:
☐ Career Technical Education (specify Industry Sector): ____________________________
☐ Special Subjects (specify subject area): ____________________________
☐ Adult Education (specify subject area): ____________________________

2. Instructional Setting
☐ Career Education Center/ROP
☐ Comprehensive High School
☐ Adult Education
☐ Other: ____________________________

3. Teaching Assignment / Grade Level
☐ 6-8
☐ 9-12
☐ Adults
☐ Other: ____________________________

4. Mentor Name: ____________________________
School: ____________________________
Email: ____________________________
Phone number: ____________________________

5. Field Based Supervisor Name: ____________________________
School: ____________________________
Email: ____________________________
Phone number: ____________________________

Employer acknowledges that the Mentor and Field Based Supervisor meet the qualifications listed above.

EMPLOYER DESIGNEE SIGNATURE ____________________________ DATE ____________

PRINT NAME/TITLE OF EMPLOYER DESIGNEE ____________________________

EMAIL ____________________________ PHONE ____________________________

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